



NOTICE OF NON-CASH/IN-KIND GIFT TO LSU

AS523

This form should be completed by LSU personnel only and should be submitted for non-monetary gifts received from individuals and entities external to the University. This includes equipment, tools, software, paintings, and furniture as well as any other item that could be deemed to have a value to the recipient.

\*NOTICE: Acknowledgment letter will be addressed exactly how it is written. Please ensure it is completed correctly and completely.

Form with fields: Donor (Include title), Address, City, State, Zip. Includes checkboxes for Mr., Mrs., Dr., Ms., Other.

Form with fields: Program Number, Cost Center ID, Cost Center Contact, E-mail, Phone.

Date Gift Received
Description of Gift
Intended Use

Fair Market Value (FMV)
\*Select one & supporting documentation must be attached.

- Appraisal (required if greater than \$5,000 per IRS)
Itemized inventory list
Vendor/Organization invoice
Published market comparable (internet, catalog, etc.)
Value determined by faculty/staff expert

Please check one:

- I certify that nothing of value was provided to the Donor in return for this contribution.
Something of value was provided to Donor. The dollar value and a brief description must be denoted below.

Other Questions:

- Does donation include an Intellectual Property indemnity clause?
Does donation include software licensing agreement?
Is Donor seeking charitable deduction?
Is Donor seeking IRS Form 8283?

Approvals

Approval lines for Preparer/Receiver, Department Head, Print Name, and Date.

Sponsored Program Accounting

Fields for Date approved by University, Date submitted to Property Management, Processed By, and Date.

Submit completed form to: Finance and Administration • Office of Accounting Services • Sponsored Program Accounting
240 Thomas Boyd Hall • Baton Rouge, LA 70803 • P 225-578-5337 • F 225-578-7217